

ADMINISTRATIVE - INTERNAL USE ONLY

OTR Registry
77-7007

DD/A Registry
77-0090

6 JAN 1977

MEMORANDUM FOR: Executive Officer, DDA
FROM: [REDACTED]
Executive Officer, OTR
SUBJECT: Justification for OTR Headquarters Space
REFERENCE: Memo to Multiple Addressees from EO/DDA,
dated 28 Dec 76, Subject: Space Management
Task Force

1. The Office of Training currently occupies space in the Headquarters Building as follows:

	<u>Purpose</u>	<u>Sq. Footage</u>
a.	Media Center	1,640
b.	Liaison Trng. Div.	630
c.	Classroom	1,780
d.	Projection Room	480
e.	Classroom	1,388

In addition, space for language instruction at Headquarters is on loan from other divisions: Room [REDACTED] from LA Division and stack level 2 of the Main Library.

2. Using the criteria forwarded by reference, we believe the Media Center and Language Program at Headquarters furnish a major service necessary to Headquarters Building occupants. Similarly, the [REDACTED] and [REDACTED] classrooms allow important courses and seminars to be held in Headquarters Building, providing again a major service. The Liaison Training Division (LTD) space houses the Chief of that Division and provides Headquarters Building space for the Director of Training. The Chief of LTD requires continual functional interface with the Directorate of Operations regarding operational training. The Director of Training requires office space on a daily basis to interface with many other Headquarters Building occupants.

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3. Contiguous space of 700 sq. feet for the language program in Headquarters Building has been a standing requirement since mid-1973. From a management viewpoint, having language instruction located in various borrowed spaces in Headquarters Building leaves much to be desired. We have just been informed that the space utilized in the Library will no longer be available for language instruction. As of this date, an alternative meeting place has not been identified. Additionally, the Liaison Training Division has been in temporary space for over two years; a request for more appropriate space has been pending for that period.

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17 JAN 1977

MEMORANDUM FOR: Executive Officer, DDA

FROM : Harry E. Fitzwater
Director of Training

SUBJECT : OTR Media Center

1. The OTR Media Center in ██████████ Headquarters Building, was established in December 1974. It is a central facility for employee self-study as well as a source of self-study material that can be used elsewhere. Formal language training classes are also conducted in the Center. Use of this facility has increased steadily as employees become aware of what it offers and as new study materials are acquired. 25X1A

2. The Center includes a self-study area, two classrooms, and manager's office. Twenty-five carrels (study positions) in the self-study area contain 15 audiocassette playback units and ten videocassette playback units. Current holdings of audiocassettes (including over 5000 used in foreign language training) occupy about 36 cubic feet of space; videocassettes, 60 cubic feet; workbooks, 27 cubic feet; plus two four-drawer safes and two mobile videocassette playback units.

3. Self-study material can be divided into three major categories: Language training (43 percent), computer-related fields (29 percent), and all others (28 percent). The computer-related material includes 38 self-study "packages" which are on videotape. The latter category of 28 percent includes such subjects as management, supervision, better reading, writing and listening, and clerical skills.

SUBJECT: OTR Media Center

4. Use of the Center averages 160 student-hours per week. (This is a conservative figure since the "open-door" policy of the Center precludes a tightly controlled sign in-sign out procedure, especially outside of regular duty hours.)

5. The two classrooms are used regularly for formal language instruction. At present, one is used for French language instruction for 36 students in five different classes. The classes meet a total of 24 times each week. The second classroom is being used for instruction in the Russian language. Fifty-seven students, in five different classes, meet a total of 31 times each week. Twenty-eight percent of the Russian language students are from the DDO while 72 percent of the French language students are from that Directorate. The classrooms are utilized to provide instruction for employees who cannot be released for sufficient time from their work to attend classes outside of the Headquarters Building.

6. The importance of the Center's location is that it provides self-study opportunities that are readily available to the largest concentration of Agency employees. The location affords convenient access to a facility that is open 24 hours a day. This is a key factor in stimulating employee self-study and ensuring cost effectiveness. It is interesting to note that the acquisition of material on sign language (communicating with the deaf) and certain clerical skills, for example, are the direct result of individual employee interest as well as that of concerned staffs.

7. In addition to providing valuable and increasingly effective self-study opportunities in the Center, two mobile videocassette playback units are also available. They are frequently used by offices in the Headquarters Building in connection with group presentations and discussions.


Harry E. Fitzwater

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6 January 1977

DD/A Registry

77-0072

MEMORANDUM FOR: Executive Officer, DDA
FROM: [REDACTED]
Chief, Information and Privacy Staff
SUBJECT: Space Management Survey

1. This is in response to your request for information regarding the space review analysis. The following is keyed to your request format.

a. The Information and Privacy Staff is primarily responsible for the coordination of Agency-wide responses to the public on the request for release of documents under the Freedom of Information Act, Privacy Act and Executive Order 11652.

b. The following is a description of our present facilities:

- [REDACTED] Headquarters Building
- standard office configuration
- 2,830 square feet
- special utilities require use of tube station and Delta ADP terminal
- frequent use of library and various Agency-wide record systems

c. IPS deals daily with all Agency components in all four directorates.

d. IPS deals weekly and sometimes daily (primarily via mail, special courier and telephone) with the FBI, State, DoD, National Security Agency, NARS, Secret Service, Drug Enforcement Agency, the Civil Service Commission and a variety of other Federal agencies. There are monthly visits with counterparts in other agencies.

e. There are no special security or cover requirements involved in our present space.

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4 January 1977

MEMORANDUM FOR: Executive Officer, DDA

FROM :

Chief, Information Systems Analysis Staff

SUBJECT : ISAS Space Requirements

1. In addressing ISAS space requirements it is very difficult, in view of the seven priority guidelines that have been established, to argue effectively that this entire staff should be located within the Headquarters Building. This is not to say that since the majority of our business requires almost daily contact and coordination with many of the offices and personnel located at Headquarters, that being physically located here would not make our overall operations much easier and more efficient. Unfortunately, this fact alone would not seem to place us too high on the priority list that has been established for assigning Headquarters space.

2. The one exception to the above statement is the Regulations Control Branch (RCB) now located in the Key Building. Their current major undertaking is the updating of all DDA regulations and as this project reaches the coordination stages, the amount of daily contact that personnel from this branch will be required to maintain with senior representatives from all Directorates will be such that for RCB to be physically located outside of the Headquarters Building would severely hamper their ability to complete their project within the time frame assigned. For this reason it is strongly recommended that RCB be one of the DDA offices whose physical location within the Headquarters Building is considered essential.

3. Regarding the rest of ISAS, it is felt that locating the remaining branches within the same building, even if this entails being located away from Headquarters, would result in management efficiencies that are now lacking.

The desirability of bringing the remainder of ISAS together in one location becomes even more significant when one considers that staff personnel will nearly double within the next year as the manning for the Thirty Year Declassification and Review Project is completed (see attachment).

4. In summary, therefore, with the exception of RCB, I do not believe that retaining the present ISAS Headquarters space is defensible based on the seven priorities that have been established. I feel that the most important consideration in addressing future ISAS space requirements should be to bring this staff together at a single location which, due to the requirements of the tasks we perform, should be as close and convenient to the Headquarters Building as possible.

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Attachment

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